
TOWN OF HERNDON



POSITION CLASSIFICATION PLAN AND SALARY SCHEDULE FISCAL YEAR 2009-2010

July 2009

POSITION	GRADE	ANNUALIZED RANGE			HOURLY RANGE			FLSA	CLASS
		LOWER	MIDPOINT	UPPER	LOWER	MIDPOINT	UPPER	OVERTIME STATUS	
Accounting Technician II	5	\$31,195.22	39,564.51	49,912.10	\$14.9977	19.0214	23.9962	N	AS
Accounting Technician II/Administrative Technician	7	\$35,886.24	45,513.73	57,417.98	\$17.2530	21.8816	27.6048	N	AS
Accreditation Manager	12	\$47,611.20	60,384.69	76,178.96	\$22.8900	29.0311	36.6245	N	TEC
Administrative Assistant	10	\$42,920.59	54,435.68	68,672.66	\$20.6349	26.1710	33.0157	N	AS
Administrative Planner	14	\$52,301.18	66,332.66	83,681.94	\$25.1448	31.8907	40.2317	N	TEC
Aquatics Services Manager	14	\$52,301.18	66,332.66	83,681.94	\$25.1448	31.8907	40.2317	N	PRO
Assistant Crew Supervisor	9	\$40,576.02	51,461.70	64,921.58	\$19.5077	24.7412	31.2123	N	SC
Assistant Golf Course Superintendent	11	\$45,267.25	57,410.70	72,427.68	\$21.7631	27.6013	34.8210	N	TEC
Assistant to the Town Manager	15	\$54,647.01	69,308.30	87,434.67	\$26.2726	33.3213	42.0359	E	PRO
Associate Administrative Planner	10	\$42,920.59	54,435.68	68,672.66	\$20.6349	26.1710	33.0157	N	AS
Associate Community Inspector	7	\$35,886.24	45,513.73	57,417.98	\$17.2530	21.8816	27.6048	N	AS
Associate Planner	10	\$42,920.59	54,435.68	68,672.66	\$20.6349	26.1710	33.0157	N	TEC
Attendant (Cart, Park)	101				\$6.0438		10.5215	N	AS
Building Inspector I	10	\$42,920.59	54,435.68	68,672.66	\$20.6349	26.1710	33.0157	N	TEC
Building Inspector II	11	\$45,267.25	57,410.70	72,427.68	\$21.7631	27.6013	34.8210	N	TEC
Building Maintenance Coordinator	9	\$40,576.02	51,461.70	64,921.58	\$19.5077	24.7412	31.2123	N	SC
Building Official	17	\$59,336.37	75,256.06	94,937.65	\$28.5271	36.1808	45.6431	E	PRO
Cemetery Manager	17	\$59,336.37	75,256.06	94,937.65	\$28.5271	36.1808	45.6431	E	PRO
Chief, Programs & Project Management	17	\$59,336.37	75,256.06	94,937.65	\$28.5271	36.1808	45.6431	E	PRO
Communications Technician	7	\$35,886.24	45,513.73	57,417.98	\$17.2530	21.8816	27.6048	N	AS
Communications Technician Supervisor	11	\$45,267.25	57,410.70	72,427.68	\$21.7631	27.6013	34.8210	N	TEC
Community Center Manager	14	\$52,301.18	66,332.66	83,681.94	\$25.1448	31.8907	40.2317	N	PRO
Community Center Supervisor (seasonal)	107				\$11.9670		20.8328	N	AS
Community Center Supervisor I	7	\$35,886.24	45,513.73	57,417.98	\$17.2530	21.8816	27.6048	N	AS
Community Center Supervisor II	8	\$38,231.44	48,487.50	61,170.30	\$18.3805	23.3113	29.4088	N	AS
Community Forester	14	\$52,301.18	66,332.66	83,681.94	\$25.1448	31.8907	40.2317	E	TEC
Community Inspector I	10	\$42,920.59	54,435.68	68,672.66	\$20.6349	26.1710	33.0157	N	TEC
Community Inspector II	12	\$47,611.20	60,384.69	76,178.96	\$22.8900	29.0311	36.6245	N	TEC
Crime Analyst	10	\$42,920.59	54,435.68	68,672.66	\$20.6349	26.1710	33.0157	N	TEC
Custodian (seasonal)	105				\$20.3383		32.5411	N	SM
Custodian I	2	\$25,669.90	33,370.48	41,070.85	\$12.3413	16.0435	19.7456	N	SM
Custodian II	4	\$28,850.85	36,590.32	46,160.82	\$13.8706	17.5915	22.1927	N	SM
Deputy Director of Community Development	19	\$64,027.81	80,995.20	102,443.95	\$30.7826	38.9400	49.2519	E	PRO
Deputy Director of Finance	19	\$64,027.81	80,995.20	102,443.95	\$30.7826	38.9400	49.2519	E	PRO
Deputy Director of Parks and Recreation	19	\$64,027.81	80,995.20	102,443.95	\$30.7826	38.9400	49.2519	E	PRO

<u>POSITION</u>	<u>GRADE</u>	<u>ANNUALIZED RANGE</u>			<u>HOURLY RANGE</u>			<u>FLSA</u>	<u>CLASS</u>
		<u>LOWER</u>	<u>MIDPOINT</u>	<u>UPPER</u>	<u>LOWER</u>	<u>MIDPOINT</u>	<u>UPPER</u>	<u>OVERTIME</u>	
								<u>STATUS</u>	<u>SERIES</u>
Deputy Director of Public Works	21	\$72,153.33	93,798.85	115,444.99	\$34.6891	45.0956	55.5024	E	PRO
Deputy Town Clerk	10	\$42,920.59	54,435.68	68,672.66	\$20.6349	26.1710	33.0157	N	AS
Director of Community Development	24	\$81,813.06	105,751.36	129,689.25	\$39.3332	50.8420	62.3506	E	O&A
Director of Finance	25	\$84,344.83	109,025.49	133,703.65	\$40.5504	52.4161	64.2806	E	O&A
Director of Golf	21	\$72,153.33	93,798.85	115,444.99	\$34.6891	45.0956	55.5024	E	O&A
Director of Human Resources	21	\$72,153.33	93,798.85	115,444.99	\$34.6891	45.0956	55.5024	E	O&A
Director of Information Technology	23	\$77,079.18	100,201.92	123,324.86	\$37.0573	48.1740	59.2908	E	O&A
Director of Parks & Recreation	24	\$81,813.06	105,751.36	129,689.25	\$39.3332	50.8420	62.3506	E	O&A
Director of Public Works	25	\$84,344.83	109,025.49	133,703.65	\$40.5504	52.4161	64.2806	E	O&A
Engineer	14	\$52,301.18	66,332.66	83,681.94	\$25.1448	31.8907	40.2317	E	PRO
Engineering Inspector	10	\$42,920.59	54,435.68	68,672.66	\$20.6349	26.1710	33.0157	N	TEC
Equipment Operator	9	\$40,576.02	51,461.70	64,921.58	\$19.5077	24.7412	31.2123	N	SC
Equipment Operator (seasonal)	108				\$15.2308		26.5143	N	SC
Equipment Operator/Greensworker	4	\$28,850.85	36,590.32	46,160.82	\$13.8706	17.5915	22.1927	N	SM
Facility Maintenance Mechanic II	7	\$35,886.24	45,513.73	57,417.98	\$17.2530	21.8816	27.6048	N	SC
Facility Maintenance Mechanic III	8	\$38,231.44	48,487.50	61,170.30	\$18.3805	23.3113	29.4088	N	SC
Facility Maintenance Supervisor	12	\$47,611.20	60,384.69	76,178.96	\$22.8900	29.0311	36.6245	N	SC
Fitness Assistant	6	\$33,540.62	42,538.70	53,664.21	\$16.1253	20.4513	25.8001	N	PAR
Fitness Specialist	9	\$40,576.02	51,461.70	64,921.58	\$19.5077	24.7412	31.2123	N	PAR
Fleet Manager	12	\$47,611.20	60,384.69	76,178.96	\$22.8900	29.0311	36.6245	N	TEC
General Services Administrator	14	\$52,301.18	66,332.66	83,681.94	\$25.1448	31.8907	40.2317	N	TEC
Golf Course Superintendent	15	\$54,647.01	69,308.30	87,434.67	\$26.2726	33.3213	42.0359	E	TEC
Golf Operations Assistant I	5	\$31,195.22	39,564.51	49,912.10	\$14.9977	19.0214	23.9962	N	PAR
Golf Operations Assistant II	10	\$42,920.59	54,435.68	68,672.66	\$20.6349	26.1710	33.0157	N	PAR
Golf Professional	11	\$45,267.25	57,410.70	72,427.68	\$21.7631	27.6013	34.8210	N	PRO
Golf Recreation Clerk	105				\$9.0660		15.7821	N	AS
Golf Shop Assistant	106				\$10.2747		17.8867	N	AS
Groundswoker I	103				\$7.2526		12.6258	N	SM
Groundswoker II	104				\$7.9780		13.8881	N	SM
Help Desk Analyst	10	\$42,920.59	54,435.68	68,672.66	\$20.6349	26.1710	33.0157	N	TEC
Housing Rehabilitation Specialist	12	\$47,611.20	60,384.69	76,178.96	\$22.8900	29.0311	36.6245	N	TEC
Human Resources Analyst	11	\$45,267.25	57,410.70	72,427.68	\$21.7631	27.6013	34.8210	N	TEC
Legal Assistant	11	\$45,267.25	57,410.70	72,427.68	\$21.7631	27.6013	34.8210	N	AS
Maintenance/Meter Mechanic	7	\$35,886.24	45,513.73	57,417.98	\$17.2530	21.8816	27.6048	N	SC
Management Analyst	13	\$49,956.82	63,320.19	79,931.07	\$24.0177	30.4424	38.4284	N	TEC

POSITION	GRADE	ANNUALIZED RANGE			HOURLY RANGE			FLSA	CLASS
		LOWER	MIDPOINT	UPPER	LOWER	MIDPOINT	UPPER	OVERTIME STATUS	
Manager of Neighborhood Resources	17	\$59,336.37	75,256.06	94,937.65	\$28.5271	36.1808	45.6431	E	PRO
Marketing Specialist	10	\$42,920.59	54,435.68	68,672.66	\$20.6349	26.1710	33.0157	N	PAR
Mechanic Assistant	4	\$28,850.85	36,590.32	46,160.82	\$13.8706	17.5915	22.1927	N	SC
Mechanic I	8	\$38,231.44	48,487.50	61,170.30	\$18.3805	23.3113	29.4088	N	SC
Mechanic II	9	\$40,576.02	51,461.70	64,921.58	\$19.5077	24.7412	31.2123	N	SC
Mechanic/Equipment Operator	7	\$35,886.24	45,513.73	57,417.98	\$17.2530	21.8816	27.6048	N	SC
Naturalist	10	\$42,920.59	54,435.68	68,672.66	\$20.6349	26.1710	33.0157	N	TEC
Neighborhood Building Inspector	11	\$45,267.25	57,410.70	72,427.68	\$21.7631	27.6013	34.8210	N	TEC
Neighborhood Improvement Specialist	15	\$54,647.01	69,308.30	87,434.67	\$26.2726	33.3213	42.0359	E	TEC
Network Administrator	13	\$49,956.82	63,320.19	79,931.07	\$24.0177	30.4424	38.4284	N	TEC
Office Aide	104				\$7.9780		13.8881	N	AS
Office Assistant (seasonal)	107				\$11.9670		20.8328	N	AS
Office Assistant I	3	\$26,505.02	33,615.09	42,408.50	\$12.7428	16.1611	20.3887	N	AS
Office Assistant II	4	\$28,850.85	36,590.32	46,160.82	\$13.8706	17.5915	22.1927	N	AS
Office Assistant II/Administrative Clerk	5	\$31,195.22	39,564.51	49,912.10	\$14.9977	19.0214	23.9962	N	AS
Office Assistant III	7	\$35,886.24	45,513.73	57,417.98	\$17.2530	21.8816	27.6048	N	AS
Office Assistant III/Administrative Clerk	8	\$38,231.44	48,487.50	61,170.30	\$18.3805	23.3113	29.4088	N	AS
Operations Coordinator	12	\$47,611.20	60,384.69	76,178.96	\$22.8900	29.0311	36.6245	N	TEC
Operations Engineer	12	\$47,611.20	60,384.69	76,178.96	\$22.8900	29.0311	36.6245	E	PRO
Paralegal	11	\$45,267.25	57,410.70	72,427.68	\$21.7631	27.6013	34.8210	N	TEC
Payroll/Utility Customer Services Supervisor	13	\$49,956.82	63,320.19	79,931.07	\$24.0177	30.4424	38.4284	N	TEC
Planner I	12	\$47,611.20	60,384.69	76,178.96	\$22.8900	29.0311	36.6245	N	TEC
Planner II	14	\$52,301.18	66,332.66	83,681.94	\$25.1448	31.8907	40.2317	N	TEC
Pool Operations Manager	10	\$42,920.59	54,435.68	68,672.66	\$20.6349	26.1710	33.0157	N	PAR
Preschool Teacher	7	\$35,886.24	45,513.73	57,417.98	\$17.2530	21.8816	27.6048	N	PAR
Procurement Specialist	10	\$42,920.59	54,435.68	68,672.66	\$20.6349	26.1710	33.0157	N	TEC
Program Coordinator	12	\$47,611.20	60,384.69	76,178.96	\$22.8900	29.0311	36.6245	N	TEC
Program & Project Coordinator	13	\$49,956.82	63,320.19	79,931.07	\$24.0177	30.4424	38.4284	N	TEC
Public Information Officer	19	\$64,027.81	80,995.20	102,443.95	\$30.7826	38.9400	49.2519	E	O&A
Public Works Superintendent	18	\$61,681.98	78,182.42	98,692.88	\$29.6548	37.5877	47.4485	E	TEC
Purchasing Agent	13	\$49,956.82	63,320.19	79,931.07	\$24.0177	30.4424	38.4284	E	TEC
Records Technician	6	\$33,540.62	42,538.70	53,664.21	\$16.1253	20.4513	25.8001	N	AS
Records Technician Supervisor	9	\$40,576.02	51,461.70	64,921.58	\$19.5077	24.7412	31.2123	N	AS
Recreation Assistant I	5	\$31,195.22	39,564.51	49,912.10	\$14.9977	19.0214	23.9962	N	AS
Recreation Assistant (seasonal)	107				\$11.9670		20.8328	N	AS

POSITION	GRADE	ANNUALIZED RANGE			HOURLY RANGE			FLSA	CLASS
		LOWER	MIDPOINT	UPPER	LOWER	MIDPOINT	UPPER	OVERTIME STATUS	
Recreation Assistant II	6	\$33,540.62	42,538.70	53,664.21	\$16.1253	20.4513	25.8001	N	AS
Recreation Instructor I	104				\$7.9780		13.8881	N	PAR
Recreation Instructor II	106				\$10.2747		17.8867	N	PAR
Recreation Instructor III	107				\$11.9670		20.8328	N	PAR
Recreation Instructor IV	108				\$15.2308		26.5143	N	PAR
Recreation Instructor V	108				\$15.2308		26.5143	N	PAR
Recreation Instructor VI	109				\$17.4269		30.4785	N	PAR
Recreation Program Assistant	6	\$33,540.62	42,538.70	53,664.21	\$16.1253	20.4513	25.8001	N	AS
Recreation Program Coordinator	14	\$52,301.18	66,332.66	83,681.94	\$25.1448	31.8907	40.2317	E	PRO
Recreation Services Supervisor I	9	\$40,576.02	51,461.70	64,921.58	\$19.5077	24.7412	31.2123	N	PAR
Recreation Services Supervisor I (seasonal)	107				\$11.9670		20.8328	N	PAR
Recreation Services Supervisor II	12	\$47,611.20	60,384.69	76,178.96	\$22.8900	29.0311	36.6245	N	PAR
Residential Building Inspector	11	\$45,267.25	57,410.70	72,427.68	\$21.7631	27.6013	34.8210	N	TEC
Revenue Supervisor	13	\$49,956.82	63,320.19	79,931.07	\$24.0177	30.4424	38.4284	E	TEC
Right-of-Way Inspection Supervisor	12	\$47,611.20	60,384.69	76,178.96	\$22.8900	29.0311	36.6245	N	SC
Right-of-Way Inspector/Utility Marker	7	\$35,886.24	45,513.73	57,417.98	\$17.2530	21.8816	27.6048	N	SC
Seasonal Laborer I	103				\$7.2526		12.6258	N	SM
Seasonal Laborer II	105				\$9.0660		15.7821	N	SM
Seasonal Laborer III	106				\$10.2747		17.8867	N	SM
Senior Accounting Technician	9	\$40,576.02	51,461.70	64,921.58	\$19.5077	24.7412	31.2123	N	AS
Senior Civil Engineer	17	\$59,336.37	75,256.06	94,937.65	\$28.5271	36.1808	45.6431	E	PRO
Senior Communications Technician	8	\$38,231.44	48,487.50	61,170.30	\$18.3805	23.3113	29.4088	N	AS
Senior Community Inspector	15	\$54,647.01	69,308.30	87,434.67	\$26.2726	33.3213	42.0359	E	TEC
Senior Planner	17	\$59,336.37	75,256.06	94,937.65	\$28.5271	36.1808	45.6431	E	PRO
Senior Project Planner	17	\$59,336.37	75,256.06	94,937.65	\$28.5271	36.1808	45.6431	E	PRO
Sign & Signal Technician I	6	\$33,540.62	42,538.70	53,664.21	\$16.1253	20.4513	25.8001	N	TEC
Specialized Program Technician	120				\$25.0000		80.0000	N	TEC
Student Intern	106				\$10.2747		17.8867	N	AS
Systems Manager	14	\$52,301.18	66,332.66	83,681.94	\$25.1448	31.8907	40.2317	E	PRO
Technical Services Manager	17	\$59,336.37	75,256.06	94,937.65	\$28.5271	36.1808	45.6431	E	PRO
Tennis Center Manager	7	\$35,886.24	45,513.73	57,417.98	\$17.2530	21.8816	27.6048	N	PAR
Town Clerk	19	\$64,027.81	80,995.20	102,443.95	\$30.7826	38.9400	49.2519	E	O&A
Traffic Control Supervisor/Coordinator	12	\$47,611.20	60,384.69	76,178.96	\$22.8900	29.0311	36.6245	N	TEC
Traffic Signal Technician	9	\$40,576.02	51,461.70	64,921.58	\$19.5077	24.7412	31.2123	N	TEC
Transportation Program Manager	15	\$53,861.60	69,308.30	86,177.73	\$25.8950	33.3213	41.4316	E	TEC

<u>POSITION</u>	<u>GRADE</u>	<u>ANNUALIZED RANGE</u>			<u>HOURLY RANGE</u>			<u>FLSA</u>	<u>CLASS</u>
		<u>LOWER</u>	<u>MIDPOINT</u>	<u>UPPER</u>	<u>LOWER</u>	<u>MIDPOINT</u>	<u>UPPER</u>	<u>OVERTIME</u>	
Utility Equipment Operator I	5	\$31,195.22	39,564.51	49,912.10	\$14.9977	19.0214	23.9962	N	SC
Utility Equipment Operator II	6	\$33,540.62	42,538.70	53,664.21	\$16.1253	20.4513	25.8001	N	SC
Utility Equipment Operator II/Truck Driver	6	\$33,540.62	42,538.70	53,664.21	\$16.1253	20.4513	25.8001	N	SC
Utility Equipment Operator III	7	\$35,886.24	45,513.73	57,417.98	\$17.2530	21.8816	27.6048	N	SC
Utility Equipment Technician	7	\$35,886.24	45,513.73	57,417.98	\$17.2530	21.8816	27.6048	N	TEC
Utility Maintenance Worker I	4	\$28,850.85	36,590.32	46,160.82	\$13.8706	17.5915	22.1927	N	SM
Utility Maintenance Worker II	6	\$33,540.62	42,538.70	53,664.21	\$16.1253	20.4513	25.8001	N	SM
Utility Manager	14	\$52,301.18	66,332.66	83,681.94	\$25.1448	31.8907	40.2317	N	TEC
Utility Work Crew Supervisor	12	\$47,611.20	60,384.69	76,178.96	\$22.8900	29.0311	36.6245	N	SC
Water Meter Reader	5	\$31,195.22	39,564.51	49,912.10	\$14.9977	19.0214	23.9962	N	SM

POLICE SCALE

Chief of Police	P12	\$84,344.83	109,025.49	133,703.65	\$40.5504	52.4161	64.2806	E	O&A
Police Captain	P10	\$72,645.25	92,622.40	118,330.99	\$34.9256	44.5300	56.8899	E	PRO
Police Corporal	P04	\$54,176.30	69,074.72	88,250.45	\$26.0463	33.2090	42.4281	N	PS
Police Lieutenant	P08	\$66,324.54	84,563.65	108,037.28	\$31.8868	40.6556	51.9410	E	PRO
Police Officer First Class	P02	\$49,247.33	62,790.21	80,220.82	\$23.6766	30.1876	38.5677	N	PS
Police Officer I	P01	\$47,094.74	60,045.44	76,713.31	\$22.6417	28.8680	36.8814	N	PS
Police Sergeant	P05	\$56,884.26	72,527.31	92,659.42	\$27.3482	34.8689	44.5478	N	TEC
Senior Police Officer	P03	\$51,596.48	65,785.41	84,048.22	\$24.8060	31.6276	40.4078	N	PS
Senior Police Sergeant	P06	\$59,728.45	76,153.79	97,292.21	\$28.7156	36.6124	46.7751	N	TEC

NON-CLASSIFIED POSITIONS

(salaries determined by Town Council)

Town Attorney	\$140,317.63
Town Manager	\$144,560.21

COUNCIL, BOARDS & COMMISSIONS

Mayor	\$6,000/year
Town Council	\$4,000/year
Planning Commission	\$2,100/year
Architectural Review Board	\$1,200/year
Heritage Preservation Review Board	\$1,200/year
Board of Zoning Appeals	\$600/year